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## ACCOUNTS PAYABLE TECHNICIAN

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**Job Description:**

This position is classified as critical in the District Policy and serves in a confidential capacity. The person is responsible for accurate ordering and accounting of district purchases and payables, keeping records for the food service and transportation departments, and rendering reports as required.

**Qualifications:**

Education: Completion of the twelfth grade  
Experience: Two years of accounting experience is preferred.  
Knowledge: Correct business letter and form procedures; English grammar, punctuation, spelling; office methods and equipment; accurate typing skills and use of a terminal  
Ability: To be pleasant, cooperative, and tactful in working with others, handle confidential material with wisdom, discretion, dignity and propriety; perform responsible clerical work with accuracy and speed, make arithmetical calculations quickly and accurately, compile and maintain accurate records and reports, understand and carry out oral and written directions, operate office machines.

**Typical Duties:**

1. Prepare purchase orders, payables, reports for food service and transportation.
2. Prepare fixed monthly payments.
3. Process accounts payable, mail warrants
4. Manage receiving of goods and inventory of district equipment
5. Check and process invoices, make inquiry on back orders, etc.
6. Type reports as needed
7. Learn and maintain skills of the business manager as a backup/substitute employee
8. Other duties as assigned by the immediate supervisor.

**Immediate Supervisor:** Chief Business Officer

**Assignment:** 8 hours per day

**Salary Schedule:** Confidential Salary Schedule: Range 303